

**The United States District Court/Southern District of Florida**  
**Notice of Vacancy**

Position:	Courtroom Technology Specialist (Audiovisual Sound Technician)
Announcement No:	2016-CLK-06
Location:	Miami, Florida
Salary Range:	\$50,167 - \$81,543 (CL 27)
Opening Date:	March 10, 2016
Closing Date:	Open Until Filled. Applications received by March 24, 2016 in first review

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**Position Overview**

This position is located in the Clerk's Office, United States District Court, Southern District of Florida in Miami and reports to the Assistant Systems Administrator in the Computer Services Section. The incumbent is responsible for maintenance, research, recommendations, and training related to evidence presentation systems throughout the district; including, audio, video, sound systems and cable television. This position requires travel to other offices within the District.

**Representative Duties**

- Manage the day-to-day and long-term supporting needs of the above systems, to include, support, maintenance, troubleshooting, and repair of all systems installation.
- Perform routine maintenance and evaluation on all systems for quality control purposes.
- Review daily operation on all courtroom technology to ensure reliable and effective operation.
- Advise the court in areas of AV technology support, requirements, and capabilities including anticipation of future requirements and resolution of potential problems prior to implementation.
- Assist in the development of short and long range technical improvements, ensuring minimal disruption to courtroom activities.
- Assist in the design and installation of new or modified systems, including needed infrastructure for the systems and wiring needs of the design. Perform, or coordinate with vendors, system upgrades.
- Act as primary technical contact for contractors and other outside vendors when audio/video systems are being installed or are under repair.
- Test and evaluate new courtroom technology prior to systems acceptance and use in a court hearing or trial environment.
- Evaluate new related software and hardware developed outside the court for use by the court.
- Manage and coordinate compatibility of systems at the software and hardware levels. Identify and assist in the procurement of resources to support specific technological needs of the systems and the court.
- Responsible for inventory and accountability of courtroom technology systems. Prepare and maintain a cyclical equipment replacement plan.
- Serve as the district courtroom technology and system trainer for court staff, U.S. Attorney's Office, Federal Public Defender's Office, and the Bar.
- Advise immediate supervisor and manager on system technical issues or problems.
- Participate in local or national conferences and gatherings to enhance continued professional development.
- Perform backup assistance to the PC Support section and other duties assigned.

**Qualification Requirements**

Five years of specialized experience in the audio/visual field, including A/V switching, processing, control systems, conferencing, equipment rack configuration, control programming (microphones, amplifiers, particular hardware/software, digital recording, video routers and markers, computer/video interface). One year experience must be equivalent to work at the CL-26 level.

- Ability to troubleshoot devices such as serial or hardware device level interfaces.
- Strong written, verbal and graphic communication skills. Excellent computer skills.
- Ability to train users on equipment use and make presentations to groups.
- Ability to lift and move heavy equipment and racks.

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to fulfill its constitutional, statutory and societal responsibilities for all who seek justice.

### **Court Preferred Qualifications**

- Experience with Crestron and/or AMX Control Systems and programming.
- Networking systems (Video and Audio visual) via TCP/IP.
- Knowledge of videoconferencing applications.
- Experience in design of audiovisual systems including Extron, Biamp and Creston components. Experience with audio systems software and hardware.
- Ability to read and understand electronic plans and schematics and review or generate same.

### **Preferred Experience**

A bachelor's degree in a related field or graduation from an accredited technical school in a related specialization program preferred.

### **Desirable Characteristics**

The successful candidate should be a self-starter, mature, highly organized, and poised, demonstrate initiative, possess tact and good judgment, and maintain a professional appearance and demeanor at all times. Candidate must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. Candidate must also work effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.

### **Organizational Relationship**

This position is assigned to the Clerk's Office and reports to the Assistant Systems Administrator in the Computer Services Section.

### **Background Investigation**

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

### **Application Requirements**

The court will screen all applications and the best qualified applicants will be invited for a personal interview.

Qualified applicants should submit the documents electronically in PDF (preferred), or Word format noting the announcement number 2016-CLK-06 in the subject line to: [flsd\\_hrmail@flsd.uscourts.gov](mailto:flsd_hrmail@flsd.uscourts.gov)

- Cover Letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume detailing years of specialized experience, including dates of employment, and salary history
- An additional statement (no more than one typed-written pages) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

Please do not copy and paste your resume into your email. Incomplete application requirements will not be considered.

United States District Court - Human Resources  
400 North Miami Avenue, Room 8S47, Miami, FL 33128  
General Information: (305) 523-5980 District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

**Only qualified applicants will be considered for this position. The Federal Courthouse has been designated a non-smoking area. Applicant must be a U.S. Citizen or eligible to work in the United States.**

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

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